

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII**

**November 27, 2006**

SPO Price List No. 07-21  
Replaces SPO PL. No. 06-08

TO: All Executive Department Heads

From: Aaron S. Fujioka  
Administrator

Subject: Executive Stationery  
RFQ-07-003-SW

In response to requirements submitted on SPO Circular No. C06-011 dated 6/14/06, the State Procurement Office solicited informal bids to purchase Executive letterhead and envelopes. You are now requested to place orders with the following vendor. Agencies issuing purchase orders are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase order.

Executive Branch Agencies, with the exception of the Department of Education, will use the State's purchasing card (pCard) for purchases totaling less than \$2,500.00.

Vendor Order and Remittance Address:

Hagadone Printing Company, Inc.  
274 Puuhale Road  
Honolulu, Hawaii 96819

Attention: Alvin Kajioka  
Telephone: (808) 847-5310  
Facsimile: (808) 841-0094  
e-mail: [alvink@hagadoneprinting.com](mailto:alvink@hagadoneprinting.com)

The letterhead will be printed according to these specifications: 8-1/2" x 11", Crane's Crest fluorescent white opaque 24#, 100% cotton fiber stock, engraved with gold foil seal and flat black lettering. Envelopes are size 10, Crane's Crest Fluorescent white opaque 24#, 100% cotton fiber stock, with flat black lettering and black State seal.

Order deadline is December 15, 2006. The vendor is not obligated to accept any orders thereafter. Delivery is to be completed by February 2, 2007. Any questions regarding this matter may be directed to Ms. Bonnie Kahakui at telephone (808) 587-4702, facsimile (808) 586-0570, or e-mail at [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Price per item are as follows:

Item No. 1 - Executive Letterhead	Price per ream (500 sheets)	\$105.00
Item No. 2 - Executive Envelopes	Price per box (500 envelopes)	\$ 36.46

All prices include taxes and delivery charges. Be sure to include exact delivery and billing information when placing your order. Your order may be increased, **but not decreased**.

Attachment

State Agencies Requesting Executive Letterheads and Envelopes

State Agency	Contact Person	Phone	Fax	E-mail Address	Quantities Requested	
					Letterhead (Ream of 500 sheets)	Envelopes (Box of 500 envelopes)
Dept. of the Attorney General	Kapiolani teves	586-1229	586-1080	Kapiolani.C.Teves@hawaii.gov	2	2
Dept. of Budget & Finance	Sharon Gibo	586-1518	586-1976	sharon.y.gibo@hawaii.gov	5	5
Dept. of Commerce & Consumer Affairs	Esther Zukeran	586-2856	586-2850	ezukeran@dcca.hawaii.gov	2	3
Dept. of Defense	Eleanor Thommes	733-4246	733-3449	Eleanor.thommes@hawaii.gov	3	3
Office of the Governor	Sana Poon	586-0041	586-0797	sana.poon@hawaii.gov	5	10
Dept. of Taxation	Lucy Pascual	587-1501	587-1506	Marialucia.l.pascual@hawaii.gov	1	1
Total Requested					18	24

Note: Agencies may INCREASE quantities requested but will not be allowed to decrease the above amounts